



## Native Cultures Fund Coordinator

### JOB DESCRIPTION

November 2022

Location:	Bayside, CA, and remote work as required per COVID-19 safety protocols (see below)
Department:	Strategy, Program, and Community Solutions
Reports to:	Senior Program Officer, Native Cultures Fund
Time Commitment:	40 hours/week 8:30am-5:00pm, including occasional evening and weekend work as needed
Status:	Regular, Non-exempt
Compensation Level:	Coordinator
Compensation:	\$17.00 – 19.00/hour depending on experience, plus health benefits, retirement benefits, paid holidays and sick time; \$21.25/hour expected at 1 year of tenure

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### About Humboldt Area Foundation

Humboldt Area Foundation (HAF) serves the residents of the California counties of Humboldt, Trinity, Del Norte, as well as Curry, Oregon and adjacent Tribal Lands by promoting and encouraging generosity, leadership, and inclusion to strengthen our communities. Through the generosity of local and national philanthropic donors, HAF has awarded more than \$95 million in grants and scholarships since 1972.

HAF—along its family of organizations including the Wild Rivers Community Foundation, Humboldt Health Foundation, Native Cultures Fund, and others— focuses its grantmaking and program efforts on strengthening community capacity and transforming our communities' ability to solve problems and address the root causes of those problems. In early 2021, the foundation adopted four goals focused on vital issues for its next decade of action and support: **Racial Equity**, a **Just Economy**, **Thriving Families and Youth**, and **Healthy Ecosystems and Environments**. As part of this new focus, the organization is making significant organizational shifts to support this dynamic and growing region in the Pacific Western United States.

### About Native Cultures Fund

Native Cultures Fund is a 20-year collaboration between philanthropy and Native cultural leaders in northern California to support the cultural revitalization of Indigenous California lifeways, teachings, arts, and intergenerational transmission of knowledge. The program is guided by an active NCF Advisory Council in partnership with staff employing a decolonization lens. NCF is a program of the Humboldt Area Foundation, and benefits from additional philanthropic support and partnerships from foundations such as the Hewlett Foundation and individual donors who wish to promote Native leadership and culture.

NCF offers cultural grant programs, scholarships for Native students active in their cultural communities, capacity building for Native led organization within philanthropy, advocacy around Indigenous issues, and gatherings to support the cultural momentum and of California Native leaders to tackle the problems that face their communities. NCF's approach to philanthropic work includes a commitment to Native-led distribution of resources, centering cultural leadership, and a broad definition of culture that encompasses all of the lifeways and systems of knowledge that Native people are protecting and developing in the wake of genocide.

### **Job Description Summary**

With guidance, a Coordinator performs administrative duties requiring independent analysis, judgment and knowledge of organization or department functions. Coordinates information, logistics and processes within a team and across the organization.

Specifically, the Native Cultures Fund Coordinator is responsible for a variety of administrative, logistical, and customer service tasks that support the daily functions of NCF's grants, scholarships, and community-based programs and initiatives. The ideal candidate will carry out job duties with an emphasis on attention to detail, cultural humility, respect for sensitive information and confidentiality, and have an ability to ask good questions to complete tasks with a high level of independence. This individual will be able to take direction from multiple staff members, prioritize dynamic workloads, provide excellent customer service, propose solutions, communicate effectively, and work collaboratively across the organization.

### **Job Duties and Essential functions:**

- Providing customer service support to grant and scholarship applicants and review committees
- Tending to community relationships to allow NCF to grow in a good and nurturing way
- Providing logistical and administrative support to NCF Senior Program Officers, including scheduling and logistics, preparing materials and resources, setting up appropriate technology, and providing follow up with documentation of activities, notes, and agreements. Follow through on deadlines and deliverables.
- Reconcile Senior Program Officers credit card statements each month
- Ensuring applications and related review systems are updated and user friendly
- Preparing letters and reports
- Creating and maintains filing systems, and ensures accuracy of data entry
- Coordinate and support outreach, communications and community engagement
- Provide support to applicants, grantees and committees including scheduling and attending internal and external meetings
- Seeing through the application process from beginning to end; including updating and drafting grant applications, screen applications for eligibility, data entry and coordination of notification
- Utilize, update and generate reports in constituent databases (CRM, FIMS, etc.)
- Maintain organized filing system
- Collaborate with Executive Assistants and Coordinators across departments to support the continued integration of the Foundation's resources and tools in service of the mission and strategic goals.
- Coordinate events, research projects, scheduling, and social media
- Participate in all staff and team meetings, trainings and team building efforts
- Cross-train with various staff to provide back-up support for other team Coordinators and/or Assistants

- Efficiently manage new or unplanned activities with agility and flexibility as they arise.
- Maintain confidentiality and practice diplomacy in a variety of situations.
- Other duties as assigned.

### **Minimum Qualifications**

Three years of experience in an administrative office environment or cultural revival role that has provided the knowledge, abilities, and skills noted below:

#### *Knowledge, Skills, and Abilities*

- Knowledge and lived experience in Native cultural revitalization efforts in California
- Performs work with a high level of accuracy and an eye for detail; is able to identify and correct mistakes
- Effective and efficient time management skills with the ability to handle multiple responsibilities simultaneously, prioritize and balance workload, and meet critical deadlines in a busy office environment
- Experience with and comfort using office equipment such as computers, phones, printers, etc.
- Proficiency and comfort using the intermediate level functions of Microsoft Office suite (Word, Excel, Power Point) or similar programs such as Google Docs
- Ability to provide excellent customer service - has experience working with a diverse public in a welcoming, friendly, and helpful manner, and handles interactions with kindness and respect
- Ability to communicate effectively with a diverse population, is able to establish and maintain working relationships with individuals from diverse backgrounds and across tribal communities, and has demonstrated sensitivity to cross- cultural and intertribal perspectives and experiences
- Ability to work independently and as an effective team member - takes initiative to implement work, asks questions, when necessary, identifies issues, proposes solutions and next steps, and collaborates in problem-solving
- Illustrates strong written and verbal communication skills, including a knowledge of written correspondence etiquette for a business setting and Indigenous etiquette
- Demonstrates willingness to collaborate in team building and community building conversations
- Maintains confidentiality and protects sensitive information in accordance with organizational standards and Indigenous protocols
- Demonstrated ability to receive and incorporate feedback and direction effectively
- Willingness to follow existing policies and procedures and ability to learn, adapt to, and track new systems and procedures
- Ability to work the hours required for this position, and is both punctual and reliable

### **Preferred Qualifications**

- Past experience providing administrative support to committees– taking meeting minutes, logistics, calendar coordination, travel arrangements and creating committee packets
- Experience operating and troubleshooting audio/visual equipment such as projectors, conference phones, and web-based video conferencing systems
- Applicable Bilingual proficiency in California Indigenous languages

- Experience working in database systems
- Knowledgeable about nonprofit business functions
- Over one-year full-time experience working in an administrative role
- Possess a valid California driver's license and ability to be covered under HAF's auto insurance

**Physical & Mental Requirements of Job**

Work is primarily performed in office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear speech and lifting of up to 20 pounds.

*Humboldt Area Foundation is an equal opportunity employer and makes employment decisions on the basis of merit and without regard to race, religion, creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances. Applications submitted for this position do not constitute a promise of employment.*

*Humboldt Area Foundation (HAF) and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and our belief that taking active and intentional steps to ensure equal employment opportunity and create a working environment that is welcoming to all, will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.*

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Employee's Signature

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Supervisor's Signature

Date:\_\_\_\_\_

Date:\_\_\_\_\_